



**CITY OF TUKWILA
Public Works Department
206-433-0179**

**DEVELOPMENT BULLETIN D3
TURNOVER PROCESS**

Permit Number _____

Applicant/Owner _____

Project Address _____

Parcel Number(s) _____

Date Submitted _____

TURNOVER PROCESS AND DOCUMENT DESCRIPTIONS

For turnover of privately built infrastructure to the City of Tukwila, the Owner, or the Owner's authorized agent, submits a completed turnover packet to Public Works 3 weeks before requesting Public Works final inspection. Using the enclosed City of Tukwila forms, provided for your convenience, will help ensure the turnover submittal is complete. Final Inspection will not be scheduled until Public Works receives the turnover submittal.

Once the Public Works Department receives the turnover submittal, the Department reviews the submittal for completeness and accuracy. Public Works may request additional information or corrections to the submitted documents. Generally, the review will not hold up Final Inspection.

When all the paper work is complete, the Public Works Director presents the request for turnover to the City Council. The acceptance process can take 2-6 weeks. Following acceptance, the City Clerk records the infrastructure documentation.

If you have any questions regarding completion of these documents, please contact the Public Works Permit Technician at 206-433-0179.

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DOCUMENT DESCRIPTION

TURNOVER LETTER

Purpose: Provides formal request to the City to accept constructed infrastructure and any related rights-of-way and easements as public.

Description: A letter addressed to the City of Tukwila requesting acceptance of constructed infrastructure. The letter includes a brief description of the infrastructure and reasons for turnover, for example, public infrastructure required due to development, and description of turnover paperwork being submitted.

RECORD DRAWINGS, AS-BUILT PLANS, & VICINITY MAP

Purpose: Provides permanent record for City Engineering and Maintenance Divisions. Used by Mayor/Utilities Committee and Council when reviewing the request for turnover.

Description: Submit Record Drawing and As-built plans to Public Works on 3.5 diskette in AutoCAD and on 24" x 36 " mylar sheets drawn to scale, with the following inclusions:

- Information on record drawings including: locations of existing and abandoned-in-place components, dimensions, slopes, materials, inverts, distances, finished grades and capped utilities
- Construction Notes applicable to components of system
- Easements
- Rights-of-way
- Stamped Engineer block with signature

BILL OF SALE

Purpose: Provides legal instrument for transferring infrastructure and easements/rights-of-way from the Owner to the City.

Description: A brief summary of the installed system and attached legal descriptions of easements and rights-of-way. Bill of Sale form enclosed.

Note: Documents will be recorded at King County Records. Please ensure all text and signatures are within a 1" margins on all four sides.

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CAPITAL ASSETS ACQUISITION FORM

Purpose: Processing acceptance and signoff of infrastructure by Public Works/ Administration/Council/Finance.

Description: A brief summary of all components installed or constructed and totals construction cost. Capital Asset Acquisition form enclosed.

Note: State law requires assets acquired from a special service district to be transferred by ordinance.

MATERIAL LIST/INFRASTRUCTURE SPREADSHEET

Purpose: Provides complete description and constructed value of infrastructure. The Finance Department uses this to record value of City property.

Description: A spreadsheet, which shows a description of each component of the system, the actual constructed cost for each component and the total construction, cost for the system. Spreadsheet must be signed and dated by Owner or authorized agent. Material List form enclosed.

EASEMENTS

Purpose: Grants City the right to operate, maintain, repair or reconstruct transferred infrastructure on private property.

Description: Easement Form and two exhibits. The completed Easement Form must be signed, dated and notarized. The two exhibits are: Exhibit A, a written legal description of the easement and Exhibit B, a schematic plan (8-1/2 X 11) of the easement in relation to the project. Easement (Corporate Form) form enclosed.

Note: Documents will be recorded at King County Records. Please ensure all text and signatures are within a 1" margins on all four sides.

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DEDICATION OF RIGHT OF WAY

Purpose: Grants right of way to the City for the purpose of road classification.

Description: Right of way Form and two exhibits. The completed right of way form must be signed, dated and notarized. The two exhibits are:

Exhibit A, a written legal description of the Right of Way and **Exhibit B**, a schematic plan (8-1/2 x11) of the right of way in relation to the project. Dedication of Right-of-way form enclosed.

Note: Documents will be recorded at King County Records. Please ensure all text and signatures are within a 1" margins on all four sides.

MAINTENANCE BOND

Purpose: Security that contractor will maintain and repair constructed infrastructure for a 2-year period. Maintenance Bond provides warranty.

Description: Completed Maintenance Bond must be signed and dated. The City determines the bond amount and the Owner may secure the bond by submitting the completed and signed Maintenance Bond Form or by Assignment of Funds. Maintenance Bond Surety Agreement enclosed.